
PURPOSE

Use SIGMA to track leave usage for jury duty.

The Michigan Department of Health and Human Services (MDHHS) employees selected for jury duty must obey the summons unless excused by the court. An employee called as a witness for the people to give testimony related to their regular job functions or subpoenaed to testify for the people when it is unrelated to their employment must also obey the summons unless excused by the court.

PROCEDURE

Jury Duty

Upon receipt of jury-duty summons:

1. Employee must notify their supervisor/manager.
- 2.
3. Use leave code JUR1 to enter time into SIGMA timekeeping system.

Witness in Court

An employee summoned as a witness for the people for work-related activities:

1. Is considered to be in work status; Enter REG1 for the absence and enter reason in comments section.
2. Must provide documentation for the absence to the supervisor/manager.
3. Should notify the court not to issue a witness fee check, however, if the court issues a check, employee must follow the reimbursement process listed below.

When an employee receives a subpoena to testify for the people in matters not related to employment, the employee must use his/her leave credits as appropriate.

An employee who receives such a subpoena should notify his/her supervisor/manager.

Note: In the event that an employee elects to use their own leave credits for jury duty, or witness in court time, they may keep the jury duty fees and payment for mileage/meals.

**REIMBURSEMENT
PROCESSES****Jury Duty Fees (if Using JUR1 Code in DCDS)**

1. Fees received from the court (minus travel allowance or meals) must be reimbursed to the department.
2. Forward a copy of the jury duty summons and the earning statement from the court to human resources.
3. Employees who elect to use JUR1 for jury duty must reimbursement the State of Michigan for jury duty pay (minus travel allowance and/or meals). The appointing authority processes the reimbursement as a negative gross pay adjustment to the employee's regular paycheck.
4. Employees who elect to use annual leave for jury duty may keep the jury duty pay.
5. If an employee uses jury duty leave and does not remit appropriate documentation to the appointing authority within 30 calendar days to verify the time served, an adjustment will be made to the employee's annual leave balance or given lost time if no leave time available.

Employees released from serving on a jury must return to work. In most cases, jurors are required to serve on an intermittent (only as needed) basis during their period of jury duty. An employee serving as a juror must to report to work during any regularly scheduled work hours when attendance in court is not required.

Witness in Court

1. Forward a copy of the summons to human resources.
2. If summoned as a witness for the people due to work-related activities, the employee is in work status and REG1 with a comment should be recorded for the absence.
3. If offered a witness fee, the employee should inform the court that the fee cannot be accepted. However, if the court issues a check, the employee is responsible for repaying the State of Michigan for money received by the court (minus travel allowance and/or meals). Employees who elect to use REG1 for witness duty must reimburse the State of Michigan for witness pay (minus travel allowance and/or meals). The

appointing authority processes the reimbursement as a negative gross pay adjustment to the employee's regular paycheck. Failure to reimburse the State of Michigan within 30 calendar days will result in hours changed to the employee's leave credits or lost time if no leave credit is available.

4. If the court does not reimburse the employee for travel or meals, the employee will request reimbursement through the travel expense voucher process.
5. Employees subpoenaed as a witness or requested to appear in another capacity where the facts and issues in the case have no relation or connection with his/her agency's work, the employee is not on duty while appearing as such witness. If his/her appearance is during regular working hours, appropriate deductions must be made from his/her personal leave credits. The state does not pay expenses and the employee will retain all moneys received.

REFERENCES

[Civil Service Regulation, Chapter 5 Compensation and Fringe Benefit.](#)

CONTACT

For additional information concerning this policy, please contact the Office of Human Resources at MDHHS-Human-Resources@michigan.gov or 517-335-0968.